GTA

Georgia Technology Authority

Mail to: State Directory Assistance
200 Piedmont Ave.
West Tower Ste. 1708
Atlanta, GA 30334

Or e-mail: sogda@gta.ga.gov
Or fax to (404) 651-7299

State Directory Listing Change Request Form

INSTRUCTIONS: Use this form to provide telephone personnel listing information for state employees and/or request changes for current listings. Use no punctuation. Instead use one space between last name, first name, and middle initial. Use only standardized departmental and city abbreviations listed in the Agency Abbreviations section of the online directory. Complete instructions are available on the next two pages.

PLEASE PRINT LEGIBLY.
INSERT IN BLOCK "EDIT CODE" "1" to add new listing, "2" to change existing listing, "3" to delete existing listing

Name	*Department*	*City*	*Number*	*Type of Action*

Agency Initiator: _____

(Name)   (date)

Telephone Number: _____

INSTRUCTIONS FOR THE STATE DIRECTORY LISTING CHANGE REQUEST FORM

A. GENERAL INFORMATION

The purpose of this form is to update personnel listing information for the State of Georgia Telephone Directory and the files of the State Directory Assistance operators. Complete this form to:

1. **ADD** personnel not presently listed in the directory.

2. **CHANGE** the name, telephone number, city or department of a current employee if it is incorrectly listed in the directory.

3. **DELETE** personnel who are no longer employed with the State. When you delete a listing, please fill in the department, city and telephone number, to clarify which name is to be deleted. In many cases there is more than one person with the same name located in the same city.

B. SPECIFIC INSTRUCTIONS

1. Please use a pen to make the form easier to read.

2. NAME Field: Print name, using no punctuation, using the following examples:

   a. Jones Mary A
   b. Smith J B
   c. Johnson James Jr
   d. Stevens James III

3. DEPARTMENT Field: Print correct abbreviation for department. (See list in the Standard Departmental Abbreviations Section)

NOTE: Do not use any abbreviation NOT on this list.

If your department abbreviation is not listed in the State of Georgia Telephone Directory, please notify the Statewide Business Services office at (404) 657-7553. Updates will be sent to the State Directory Assistance Office.

4. CITY Field: Print the name of the city.

5. AREA CODE: Provide the local area code; 229, 404, 478, 706, 770 or 912.

6. LOCAL NUMBER Field: Write the local number.

7. Type of Action Column Field:
   a. Insert a numeral "1" if the listing is to be added.
   b. Insert a numeral "2" if the listing is to be changed.
   c. Insert a numeral "3" if the listing is to be deleted.

8. Agency authorization is required. Please have the form signed by an authorized person and then send to:

   State Directory Assistance Office
   200 Piedmont Ave. Ste 1708, West Tower
   Atlanta, GA 30334.

   Or e-mail: sogda@gta.ga.gov
   Or fax to (404) 651-7299

If you have any questions concerning the procedures above, please call the State Directory Assistance Office at (404) 656-2000.